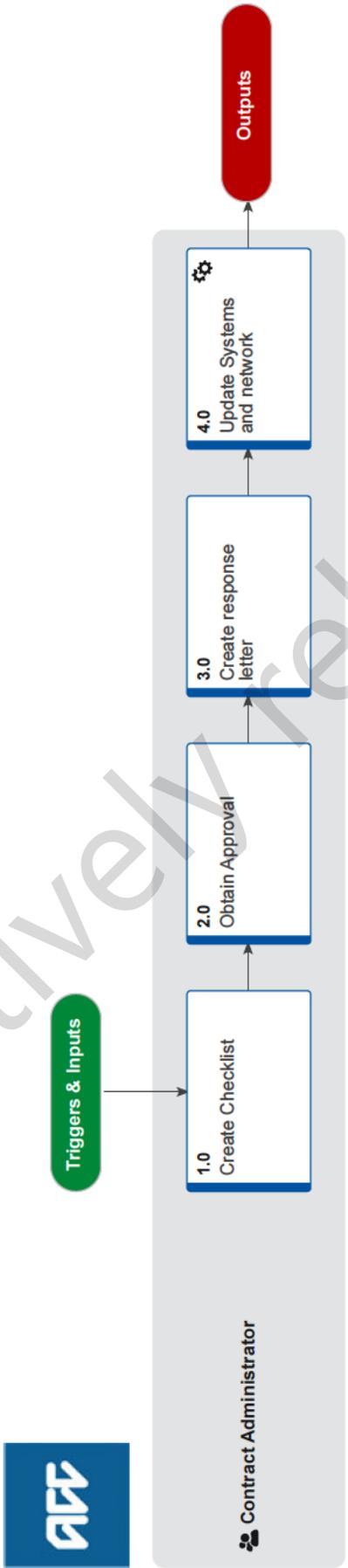


Proactively released



## Summary

### Objective

To terminate a contract with ACC for services by the contracts administration team for Suppliers

**Owner** Name withheld

**Expert** Name withheld

## Procedure

### 1.0 Create Checklist

#### Contract Administrator

- a** Ensure the requests is received in writing (or via email) from the contractual contact person outlining why they wish to terminate contract.

**NOTE What if it is not received in writing or from the contractual contact?**

If the request it is not in writing or send from someone other than the contractual contact, advise to send this in from the contractual contact on file.

- b** Open word and Locate the document 'Termination Checklist.dotx'.

**NOTE Where is the Termination Checklist located?**

In Word, go to:

- 1) [File]
- 2) [New]
- 3) [Personal]
- 4) Folder = '2 Contract admin'.

- c** Populate with necessary information whilst doing due diligence.

- d** Save the checklist

**NOTE Where do you save the checklist?**

Project folder / 02 Correspondence / 02 Supplier – with the naming convention of ABC###.TermChkList.your initials.YYMMDD.

### 2.0 Obtain Approval

#### Contract Administrator

- a** Forward request to Procurement Specialist for Approval including the checklist.

**NOTE What if they decline the termination?**

You will not get a decline. The Procurement needs to determine whether this request to terminate creates a service gap. If so, it can potentially initiate a service gap tender.

- b** Save the Procurement Specialist response to the checklist.

**NOTE What if ACC is requesting the termination?**

Additional approval from 'Manager, Health Procurement and Contracting' is required.

### 3.0 Create response letter

#### Contract Administrator

- a** In Word, locate the document 'Termination on Request.dot' letter.

**NOTE Where is the Termination Checklist located?**

In Word, go to:

- 1) [File]
- 2) [New]
- 3) [Personal]
- 4) Folder = '11 Termination Letter'.

- b** Populate with all necessary information.

- c** Save the letter.

**NOTE Where do you save the letter?**

Project folder / 02 Correspondence / 02 Supplier

Naming convention: ABC####.Supplier.LtrTerm.YOURINITIALS.YYMMDD.doc.

- d** Email a PDF to supplier.

- e** Save the notification of termination letter and/or email together.

**NOTE Where do you save the notification of termination?**

In the [Agree] folder under [Exec Docs].

Use the naming conventions:

HW####.Term.ABC.2018

### 4.0 Update Systems and network

#### Contract Administrator

- a** Update MFP.

**NOTE What do you update in MFP?**

- 1) Search for Contract Number.
- 2) Select current date range suffix.
- 3) Update the [Date To field] to the effective date.
- 4) [Yes] for changing all the dates where applicable.
- 5) Enter a Notebook note = 'Contract terminated as per Supplier request, or terminated (and reason)
- 6) Press [Save].
- 7) "DO NOT change the 'active status.

- b** Update CLR.

**NOTE What do you update?**

- 1) Update comments Field with effective date and reason.
- 2) Move the Supplier Row into termination tab.

- c** Update the Allocation Spreadsheet.

**NOTE What do you update?**

For full termination:

- 1) Search for HW Number
- 2) Move the HW number line to the terminated sheet
- 3) Enter note in comments field advising reason for termination
- 4) Press [Save].

For singular service termination:

- 1) Find Contract Number
- 2) Change the font of contract number red
- 3) Enter note in comments field advising reason for termination
- 4) Press [Save].

- d** Update the monthly report by filling in required details on [Terminations] tab.

- e Go to the HP Workplan and update the quantity of suppliers under column [No. Contract Holders] and if the effective date is a few months in advance, add a reminder to change it on that day.
  - f Create New Email to: Contract Update Recipients and notify them of the termination.
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